



Deborah A. Gist  
Commissioner

State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminster Street  
Providence, Rhode Island 02903-3400

## **VACANCY NOTICE**

### **COMMISSIONER'S OFFICE**

### **\*PERFORMANCE MANAGEMENT EXECUTIVE**

Salary Range  
(MIN) \$85,039- (MID) \$101,503

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**With support from federal Race to the Top funds, the R.I. Department of Elementary and Secondary Education (RIDE) is recruiting a number of talented and dynamic professionals and support staff to help us transform education in Rhode Island and prepare all of our students for success in college, careers, and life. Our exciting, high-energy environment offers a wonderful opportunity for innovative, resourceful, and dedicated individuals looking to make a difference in the lives of students and to make our public schools America's best.**

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**POSTING PERIOD:** December 29, 2010 – January 12, 2011  
**Applications will be accepted until position is filled.**

<b>APPLICATION REQUIREMENTS:</b>	<b><u>Mail or email application materials to:</u></b>
<ul style="list-style-type: none"><li>➤ Cover letter</li><li>➤ Resume</li><li>➤ 2 current letters of reference</li><li>➤ CS-14 application</li><li>➤ Equal Employment Opportunity Form (optional)</li></ul>	<p>Rhode Island Department of Education Office of Human Resources 255 Westminster Street Providence, RI 02903</p> <p><a href="mailto:hr@ride.ri.gov">hr@ride.ri.gov</a></p>

Employment opportunities, application requirements and instructions posted at [www.ride.ri.gov](http://www.ride.ri.gov)

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

**(Position is part of Board of Regents non union staff)**

**\*This is a new position at RIDE, and it is to be funded through the Race to the Top grant for the award period of 2010-11 through 2014-15. Funding for continuation of the position beyond the award period is not guaranteed.**

*\* Subject to FTE approval and available funding*  
**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

**Telephone** (401)222-4600 **Fax** (401)222-6178 **TTY** (800)745-5555 **Voice** (800)745-6575 **Website:** [www.ride.ri.gov](http://www.ride.ri.gov)

The Board of Regents does not discriminate on the basis of age, sex, sexual orientation, gender identity/expression, race, color, religion, national origin, or disability.

## DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

### NONCLASSIFIED JOB DESCRIPTION

**TITLE:** Performance Management Executive

**GENERAL STATEMENT OF DUTIES:** The incumbent will lead and support the commissioner in the overall direction, planning, coordination, implementation, execution, control and completion of specific projects ensuring consistency with the agency strategic plan, commitments and goals.

**SUPERVISION RECEIVED:** Works under the supervision of the Chief of Staff with wide latitude to exercise initiative and independent judgment; work is reviewed upon completion of results obtained and on collaborative process used in achieving results.

**SUPERVISION EXERCISED:** Generally none. Will work in collaboration with others with wide latitude for the exercise of independent judgment to achieve results. Will be involved in providing input to the performance management process as a peer or colleague as appropriate.

### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:**

Develop, research, identify and implement a comprehensive effective system that will promote the strategies or initiatives of the agency and promote the Regents and the Department's agenda.

Advises the Commissioner and Division Chiefs of work processes surrounding initiatives already in place and the research that supports the philosophy behind the agency's choice of tactics to implement those initiatives; works with RIDE leadership to document those processes in project plans,

Coordinate the development of project plans for those strategies, which includes the identification of performance metrics that will best highlight the degree of implementation and success or failure of the chosen strategies.

Design and implement a performance data template and a workflow of data submission for each assigned division or office and conduct analysis on that performance data to find trends, problems, and best practices.

Lead and provide direction on the implementation of projects to our RIDE's management of the strategic plan with trainings, coaching and other resources.

Monitors, evaluates, reports and presents on progress, problems and solutions of the project to all stakeholders.

Participates on various committees, panels, work teams and task groups as appropriate.

Perform related work as required.

## **REQUIRED QUALIFICATIONS**

### **KNOWLEDGE AND SKILLS:**

Working Knowledge of management must have an understanding of general management practices and principles, to include finance, personnel, and operations.

Working knowledge of project management.

Skilled in problem, solving and analytical skills with the ability to break down complex processes and projects into logical steps, and to identify connections between them.

Skilled in data analysis with the ability to create simple performance-tracking systems and conduct analysis using, at minimum, Microsoft Excel. Proficiency in Microsoft Suite applications (Word, Excel, Power Point, Outlook at minimum); GIS ArcView, Access, or other database experience.

Skilled in verbal and written communication with the ability to build strong relationships, with all levels of the organization; ability to exercise discretion required.

**EDUCATION:** Master's Degree in Public Administration, Business Administration, Public Policy, or related field

**EXPERIENCE:** At a minimum three to five years working in public policy, or private sector, with an emphasis on project management, prior Stat work experience highly, preferred.

OR: Any combination of education and experience that is substantially equivalent

*Must have own transportation and be available evenings and occasionally on weekends.*

Reasonable accommodations can be made for qualified individuals with a disability.

Date: December 2010